



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL  
ADMINISTRATIVE PLANNING STANDING COMMITTEE  
DRAFT MINUTES**

April 28, 2010

9:00 a.m. – 11:00 a.m.

Developmental Disabilities Planning Council  
3839 North 3rd Street, Suite 306  
Phoenix, Arizona 85012

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on April 28, 2010 at the DDPC, 3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the DDPC.

<b>Members Present</b>	
Edward Myers, Chair, Teleconference	Richard Carroll, Teleconference
Colette Chapman	David Cutty, Teleconference
Karla Phillips	
Susie Cannata	

<b>Staff/Guests Present</b>	<b>Members Absent</b>
Larry Clausen, Executive Director	
Roberta Blyth	
Marcella Crane	

**A. Call to Order**

Edward Myers welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Administrative Planning Standing Committee meeting. The meeting was called to order at 9:15 a.m.

**B. Approval of Draft Bylaws**

Marcella Crane, Contracts Manager for the DDPC reviewed changes made to the draft bylaws.

A motion was made by David Cutty to approve the Bylaws with the following identified changes. Motion seconded by Karla Phillips. Motion carried.

- Page 8 – Language changed to state that Council Members must excuse themselves from discussion if they have any conflict of interest with the topic. This changes the language from “remove” to “excuse”.
- Page 11 – First paragraph, changed to state that the Executive Director will have spending authority as defined by policy and approved by the full Council.

- Page 17 – “Co-Chair” is changed to “Vice-Chair” which is consistent with Executive Order 2009-08.
- Page 18 – “Chair and Co-Chair of the Administrative Planning Standing Committee” was changed to “Chair OR Co-Chair of the Administrative Planning Standing Committee”. This is to ensure an odd number of members on the Executive Committee.
- Page 16 and 18 – The Legislative Standing Committee is renamed Public Policy Standing Committee.
- Page 24 – Language is changed to clarify that at the start of each full Council meeting, members will individually disclose conflicts of interest pertaining to agenda items.

A motion was made by Karla Phillips to send amended Bylaws to the full Council for approval. Motion seconded by Colette Chapman. Motion carried.

### **C. Public Comment Review**

Roberta Blyth, Fiscal Manager for the DDPC reviewed survey results from the Five Year State Plan public comment period. Based on the comments in the survey, and the limited time available to implement plan goals and objectives, it was recommended that the Five Year Plan be approved as is.

The next steps for the Five Year Plan process include:

- Full Council approval
- Approval from the Administration on Developmental Disabilities (ADD)
- Solicitations for grants will be issued.

Members discussed their desire to use some of the comments in the survey to help direct the Council in their development of the next Five Year State Plan. Some of those topics include:

- Licensed Behavior Analysts
- Expand education goals to address private education and other educational choices other than public education.

A motion was made by David Cutty to forward the Five Year State Plan for approval based on public comment to the full Council. Motion seconded by Richard Carroll. Motion carried.

### **D. Personal Care Attendant Policy**

Roberta Blyth, Fiscal Manager for the DDPC reviewed the personal care attendant draft policy. According to the draft policy, Council members would be reimbursed for their expenses and their attendants will not be paid directly. This would enable members to choose their personal care attendants, would not require the attendants to obtain the state mandated insurance for contractors, and would comply with the Arizona Procurement Code. The reimbursement rates included in the policy are based on the Statewide Independent Living Council’s policy and include two tiers. Rates for the two tiers would be \$50 and \$100 per day.

A motion was made by Colette Chapman to forward the policy to the full Council for approval. Motion seconded by David Cutty. Motion carried.

### **E. Memorandum of Understanding (MOU)**

Larry Clausen, Executive Director of the DDPC requests permission to establish MOUs with other organizations to share and collaborate in the development of services when funding is not involved. Currently, MOUs are being developed with the DD Network (the DDPC, the Arizona Center for Disability Law, the Sonoran UCEDD, and the Institute for

Human Development), the Governor's Advisory Council on Aging (GACA), and the Arizona Department of Administration (ADOA) Interns in Action Program.

David Cutty made a motion to authorize with full Council approval the Executive Director to sign Memorandums of Understanding (MOUs) when there is no financial commitment. MOUs will be forwarded to the full Council after signing. Motion seconded by Colette Chapman. Motion Carried.

**F. NACDD Institute**

NACDD will be holding a Technical Assistance Institute June 24<sup>th</sup> – 25<sup>th</sup> in Arlington, Virginia. Focus will be for Council Members in leadership roles, and training on developing the state plan for members and staff. Larry Clausen recommended that two Council Members in leadership roles and two staff persons attend the training.

A motion was made by David Cutty to approve Larry Clausen's recommendation and to present the recommendation to the full Council for approval. Motioned seconded by Susie Cannata. Motioned carried.

**G. Future Meeting Agenda Items**

- Five Year Plan Strategies and Implementation Plan
- Executive Director Draft Spending Policy

The next meeting was set for June 8, 2010 at 1:30 pm.

**H. Call to the Public**

No public members present

**I. Adjournment**

Colette Chapman moved to adjourn the meeting. Richard Carroll, seconded the motion. With no further discussion, the motion carried. Meeting adjourned at 10:39 AM.

Dated the 6<sup>th</sup> of May, 2010  
Developmental Disabilities Planning Council